

Chief, Special Support Staff
Personnel Director
Procurement Processing

18 October 1949

In accordance with our discussion of 18 October 1949, the following governing procedures will be effected immediately in processing employment applications:

- (a) Any papers received within your jurisdiction for employment will be acknowledged on the day of receipt.
- (b) Papers received from Personnel Division, Administrative Staff will be completely processed and either appointment action initiated or a rejection note returned to North Building within 10~~days~~ days.
- (c) All applicants under consideration will be notified every thirty days as to the specific status of their case.

Further, in order to prevent any misunderstanding of the above, it is requested that you advise your Personnel people that any departure from the above by the responsible individuals will result in one week's leave without pay because of "failure to carry out specific instructions". In order to have the full cooperation of the operating office, it is recommended that you discuss these three factors with the Assistant Directors for OSO and OPC.

WILLIAM J. KELLY

WJK:jcp